

Web Advertisement



Mangalore Refinery and Petrochemicals Limited (A Subsidiary of Oil and Natural Gas Corporation Limited)

CIN No. : L85110KA1988GOI008959

Kuthethoor Post, Mangalore – 575030

Ph 824 – 288 2179/2144/2183 Fax: 0824-2271404 Email:recruit@mrpl.co.in

Advertisement No. 64/2016

Last date for receipt of applications: 02/07/2016

RECRUITMENT IN MANAGEMENT CADRE

Mangalore Refinery and Petrochemicals Limited (MRPL), a subsidiary of ONGC and a Schedule 'A' Mini Ratna CPSE, is focused on growth and efficiency. The company is recognized today as the leading refinery in India in terms of all round performance, having won many awards for Energy conservation, Safety, Quality, Exports etc.

MRPL invites applications from eligible Indian nationals for the following positions.

| Sl. No. | Position | Grade | Scale of pay (₹) | No. of posts and category | Maximum age as on 30/6/2016 | Minimum essential educational qualification and work experience |
|---------|--|-------|------------------|---------------------------|------------------------------------|---|
| 1 | Chief Manager (Sales) Location : Bangalore | E6 | 51300-73000 | 1 UR | 44 years | Engineering / MBA graduate with at least 16 years post qualification experience; out of which at least 6 years must be in the Sales function of an Oil Company in India. Candidate shall preferably have experience in Zonal / Head Office function pertaining to retail policies like network development, dealer management etc. Experience of handling retail region as Regional Head shall be an added advantage. Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e IDA pay scale of ₹ 43200 – 66000. This shall not be applicable to candidates working in Govt. / CPSE in the same pay scale or above than the post applied for. |
| 2 | Senior Manager(HR) Location : Mangalore | E5 | 43200-66000 | 1 UR | 41 years | Two years MBA/Equivalent with specialization in Personnel Management /HRD /HRM or Two years Post Graduate Degree/ Equivalent in Personal Management/IR/Labour Welfare with at least 13 years post qualification experience in HR department, out of which at least 4 years must be in a HR department of a CPSE. Candidates with experience in handling HR Policy, Recruitment in CPSE will have added advantage. Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e IDA pay scale of ₹ 36600-62000. This shall not be applicable to candidates working in Govt. / CPSE in the same pay scale or above than the post applied for. |

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|---|--|----|------------------|------|----------|--|
| 3 | Senior Manager (Marketing Operations) Location : Mangalore | E5 | 43200- 66000 | 1 SC | 41 years | <p>Engineering graduates with at least 13 years post qualification experience, out of which at least 3 years must be in Depot/Terminal/Warehouse Operations with a reputed company.</p> <p>Candidates applying from CPSE's should be working in one scale of pay below than the post applied for minimum two years in IDA pay scale of ₹ 36600-62000. This shall not be applicable to candidates working in Govt. / CPSE in the same pay scale or above than the post applied for.</p> |
| 4 | Manager(Medical Services) Location: Mangalore | E4 | 36600- 62000. | 1 UR | 38 years | <p>Pass in MBBS with minimum 60% marks with completion of Compulsory Rotatory Residential Internship(CRRI) and possess a Certificate(*) of Training in Industrial Health, of minimum three months duration, recognized by the state Government.</p> <p>OR</p> <p>Pass in MBBS with completion of Compulsory Rotatory Residential Internship(CRRI) and possess a recognized Diploma in Industrial Health or equivalent.</p> <p>Candidates should have minimum 10 years of work experience in medical administration/practice associated with an industrial establishment employing more than 100 persons. Candidates with excellent leadership qualities and good knowledge of overall administration of the Hospital/Occupational Health Centre needs to apply for this position. Candidates who are well versed with health related statutory regulations and having exposure to OSHA standard will be given preference.</p> <p>Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e IDA pay scale of ₹ 32900-58000. This shall not be applicable to candidates working in Govt./CPSE in the same pay scale or above than the post applied for**.</p> |

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|---|--|----|-----------------|-------|----------|---|
| 5 | Deputy Manager (Polymer Sales) Location : Bangalore | E3 | 32900- 58000 | 1 SC | 35 years | <p>Engineering graduate with at least 7 years post Qualification experience, out of which at least 3 years must be in the field of Sales of Polymers in India. Experience of sales of Polypropylene to end users as well as through channel would be an advantage. Candidates with Polymer / Chemical engineering background are encouraged to apply.</p> <p>Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e in IDA pay scale of ₹ 29100-54500. This shall not be applicable to candidates working in Govt./CPSE in the same pay scale or above than the post applied for.</p> |
| 6 | Deputy Manager (Agreements & Contracts) Location : Bangalore | E3 | 32900- 58000 | 1 OBC | 35 years | <p>Law graduate(LLB) with at least 7 years post qualification experience, out of which at least 3 years must be in a Company / Bank working for developing Contracts / Agreements in any one or more sectors such as Product Sales, Supply, Retail, Channel Sales, Transport Contracts etc.</p> <p>Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e in IDA pay scale of ₹ 29100-54500. This shall not be applicable to candidates working in Govt. /CPSE in the same pay scale or above than the post applied for.</p> |
| 7 | Senior Executive (Marketing Operations) Location : Mangalore/Hassan | E2 | 29100- 54500 | 1 SC | 32 years | <p>Engineering graduates with at least 4 years post qualification experience, out of which at least 2 years must be in Depot/Terminal Operation with Truck loading Experience with a reputed company operating Depots and Terminals for liquid petroleum products.</p> <p>Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e IDA pay scale of ₹ 24900-50500. This shall not be applicable to candidates working in Govt. /CPSE in the same pay scale or above than the post applied for.</p> |

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|---|---|----|-------------|---|----------|---|
| 8 | Senior Engineer (Mechanical Planning) Location : Mangalore | E2 | 29100-54500 | 1 UR | 32 years | <p>Graduate Degree in Mechanical engineering with minimum 60% marks in aggregate.</p> <p>Candidates should have maintenance/project background with minimum 4 years post qualification experience in Refinery /Petrochemical /Fertilizer /Chemical/Engineering or Consultancy Services in above listed sectors with knowledge in shutdown/project planning, budgeting, contracts management and proficiency in computer packages like MS Word, excel and power point.</p> <p>Knowledge of Primavera/ MS Project/ SAP PM, PS & MM will be preferred.</p> <p>Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e IDA pay scale of ₹ 24900-50500. This shall not be applicable to candidates working in Govt. /CPSE in the same pay scale or above than the post applied for.</p> |
| 9 | Senior Engineer (Electrical) Location : Mangalore | E2 | 29100-54500 | 5 (UR-02, OBC-01, SC-01, ST-01) | 32 years | <p>Graduate Degree in Electrical Engineering or Electrical and Electronics Engineering with minimum 60% marks in aggregate.</p> <p>Candidates should have minimum 4 years post qualification industrial experience in electrical jobs in Power industry or the following continuous process industries: Refinery/ Petrochemical/ Chemical/ Fertilizer/ Cement/ Oil and Gas/ Iron and Steel.</p> <p>Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e IDA pay scale of ₹ 24900-50500. This shall not be applicable to candidates working in Govt/CPSE in the same pay scale or above than the post applied for.</p> |

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|----|--|----|-------------|-------------------------|----------|--|
| 10 | Senior Engineer (Safety) Location : Mangalore | E2 | 29100-54500 | 2 (UR -01, OBC-01) | 32 years | Graduate Degree in Engineering with Post Graduate(PG) Diploma in Industrial Safety as per Factories Act 1948 and Karnataka Factories Rules 1969. Candidate should have minimum of 4 years supervisory cadre working experience in Refinery/Petrochemical Complex/Fertilizers. Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e IDA pay scale of ₹ 24900-50500. This shall not be applicable to candidates working in Govt./CPSE in the same pay scale or above than the post applied for. |
| 11 | Engineer (Fire) Location : Mangalore | E1 | 24900-50500 | 2 (UR -01, OBC-01) | 28 years | Graduate degree in Fire Engineering with minimum 65% marks in aggregate. |
| 12 | Factory Medical Officer Location : Mangalore | E1 | 24900-50500 | 2 (UR -01, OBC-01) | 28 years | Pass in MBBS with minimum 60% marks with completion of compulsory Rotatory Residential Internship(CRRI) and possess a Certificate(*) of Training in Industrial Health, of minimum three months duration, recognized by the state Government. OR Pass in MBBS with minimum 60% marks with completion of Compulsory Rotatory Residential Internship (CRRI) with a recognized Diploma in Industrial Health or equivalent**. |

UR – Un-reserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC – Other Backward Class (Non creamy layer)

*** Certificate course shall be approved by the Directorate General of Factory Advice service and Labour Institutes or the State Government in accordance with the guidelines issued by DG FASLI.**

**** Candidates who do not possess required certificate of Training in Industrial Health or equivalent and are willing to give undertaking that they shall obtain this required additional qualification within one year can be considered for the above said position. The qualification has to be acquired at his/her own cost, failing which he/she will not be confirmed/absorbed in services.**

- 1) **Age Relaxation:** SC – 5 years, ST-5 years, OBC (Non-creamy layer) – 3 years Ex-Servicemen (EXSM) - as per Govt. directives.
- 2) **Age relaxation for candidates belonging to Persons with Disability (PwD) category having minimum 40% disability:**

- a) For posts at sl. nos. 1 to 12 above : PwD category candidates will get 5 (five) years relaxation in addition to the relaxation applicable to SC/ST/OBC mentioned above

Note: The age relaxation for SC/ST/OBC category is applicable only where the respective post is reserved for SC/ST/OBC. The age relaxation for PwD category is applicable across all the posts.

- 3) The cutoff date for deciding the maximum permissible **age and experience (wherever applicable)** shall be the last day of the month subsequent to the month in which the advertisement is issued, that is **30/6/2016**. Experience shown must be the minimum relevant experience for the function, after obtaining necessary qualification (post qualification work experience) including 'On the Job' training period. In order to compute post qualification work experience, the period of work experience starting from the month immediately succeeding the month and year of final examination in which the candidate acquires the minimum essential educational qualification shall be considered.
- 4) The candidates selected in Grades E2 and above shall be placed on probation for a period of six months and candidates selected in Grade E1 shall be placed on probation for a period of one year.
- 5) Wherever specific relevant experience has been prescribed, Experience Certificates / documents issued by the employer clearly indicating the specific area of experience should be enclosed. Please note that applications not fulfilling this specific criterion will not be considered.
- 6) Candidates who have been earlier called for interview for the above posts need not apply again.
- 7) **The minimum percentage of marks required for OBC in the minimum essential educational qualification is 40% for posts at Sl. No. 9, 11 & 12 above. The minimum percentage of marks required for SC&ST in the minimum essential educational qualification is 40% for posts at Sl. No. 9.**

8) **IMPORTANT INSTRUCTIONS**

The application form shall be duly filled in legible handwriting or typed and the candidate shall ensure that all the fields are filled properly. The self attested copies of all educational qualifications mentioned in the application form have to be attached.

The candidates are required to attach the following self attested documents along with the application form as mentioned below:

- a) **For Date of Birth(DOB) Proof –**

i) Copy of SSLC marks card/Matriculation certificate mentioning date of Birth.

- or
- ii) school leaving certificate indicating date of birth,
- or
- iii) municipal birth certificate
- or
- iv) a certificate granted by the previous employer indicating date of birth, if employed with central/state government or Public sector undertaking duly self-attested.

Qualification (All of the following)

- b) i) Each year/semester marks card of diploma/ degree.
- ii) Final diploma/ degree certificate. Provisional passing certificate (in case Final degree/diploma certificate is not available).
Percentage of marks should be aggregate of all years/semesters i.e total marks obtained over total maximum marks of all years/semesters without giving any weightage to any particular year/semester.

Experience:

- c) i) **Past Employment:**
- Experience letter/ relieving letter issued by the employer giving details of his/her period of service in previous employment.
- ii) **Current Employment (All of the following):**
- Proof of date of joining-
 - a) Copy of offer letter issued by the company.
 - b) Copy of Appointment letter issued after joining indicating the date of joining the company/ Internal communication order issued by company indicating the date of joining the company.
 - c) Latest salary slip for the month of March 2016.
- iii) **In case the candidate is employed in Government organizations / Public sector undertakings / Autonomous Bodies owned by the Government, should forward their application through proper channel. However they may also produce the NO OBJECTION CERTIFICATE at the time of interview if their applications were not routed through proper channel, failing which they will not be allowed to appear for the interview.**
- d) Candidates belonging to reserved category i.e SC/ST/OBC (NCL) must submit copy of caste certificate as per the format prescribed by the Government of India. Candidates may please note that requests for change of category in the application form once submitted will not be entertained.
- e) In case of PWD candidates, Disability certificate issued by the Competent Authority as per the Act. Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per "the Persons with Disabilities(Equal Opportunities, Protection of Rights & Full Participation)Act 1995.Prescribed format of PWD certificate available at "career" page of www.mrpl.co.in

- f) Candidates from Armed forces and presently in the last year of service need to submit certificate/letter of Competent Authority stating the last date of service for availing the age relaxation applicable to ex-servicemen.
- g) Candidates paying application fee are required to attach MRPL copy of the challan along with the application. The processing fee is non-refundable and candidates are therefore advised to ensure their eligibility for the post before applying.

Incomplete applications not supported by copies of relevant self attested documents in support of age, qualifications (mark sheet/degree), experience and caste/category certificate (in case of SC/ST/OBC/PWD/Ex-servicemen), as specified above in point no 8 of important instructions will be rejected and not considered for further recruitment process.

Also applications of candidates not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and treated as Rejected and the application money will not be refunded.

While applying for a post in response to the advertisement, candidates must ensure that all particulars filled by them in the application format are correct and complete in all respects. In case it is detected at any stage of the recruitment process that a candidate does not fulfill the eligibility criteria or has submitted false information or has suppressed any material facts, his/her candidature will automatically stand cancelled. If any of the above shortcomings are detected even after appointment, his/her services are liable to be terminated without any notice. In case any of the above mentioned conditions are not fulfilled, the application of the candidate will be summarily rejected and no communication in this regard will be entertained.

9) **SELECTION PROCESS**

Selection process shall consist of Written Test and Personal Interview for posts in E1 grade. The candidates will have to qualify at each stage of the selection process. For posts in E2 grade and above, selection shall be based on Personal interview.

10) **HOW TO APPLY**

Candidates are requested to read the instructions and ensure correctness of the data before applying. Candidates should submit their application in the enclosed format (**pages 12 to 14**), enclosing self-attested copies of all relevant certificates in support of qualification (along with year-wise / semester-wise marks cards), age (SSLC Certificate), caste, experience certificates, pay slip, along with recent passport size photograph **as mentioned at point no 8 of important**

instructions and super scribing the envelope with the position applied for, by post / courier to the Sr. Manager (HR-Recruitment), Mangalore Refinery and Petrochemicals Ltd., Post Kuthethur, Mangalore – 575030, on or before **02/07/2016(2nd July 2016)**. Candidates belonging to General and OBC category need to pay an application fee of **₹ 500/- (Rupees Five hundred only)** in favour of Mangalore Refinery and Petrochemicals Ltd., **Account No. 00000010981274266 (IFSC Code SBIN0000871)** by downloading the challan format enclosed with the Advertisement in the company's Website(www.mrpl.co.in) in any branch of State Bank of India. However, Bank Commission charges shall be paid by those who make payment through challan. SC/ST/PWD/Ex-Servicemen are exempted from paying application fee. Candidates forwarding applications which are not as per the prescribed format and without application fee, as given in the web advertisement, will be rejected. Applications/Documents sent by Email or hand delivery will not be considered.

Last date for receipt of documents by post/courier: 02/07/2016(2nd July 2016)

11) **GENERAL INSTRUCTIONS**

- a) All the qualifications specified above should be recognized by UGC/AICTE/respective statutory body.
- b) Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent percentage of marks should be indicated in the application as per the norms adopted by the concerned University/Institute. Please also obtain a certificate to this effect from the University/Institute, for submission at the time of interview.
- c) In case there is no mention of specialization in the qualifying degree as required in the minimum essential educational qualification, candidates are required to submit a certificate at the time of interview from their University/Institute with a clear mention to their specialization in the qualifying degree.
- d) Candidates called for interview shall be reimbursed Traveling allowance as follows from their correspondence address/place of work in India on production of actual tickets by the shortest route. Local Travel cost, if any, shall be borne by the candidates
 - i. E3-E6 grades – 1st class / 2 AC Rail fare including Rajdhani Express
 - ii. E-2 & E1 grade – 2nd class Rail / Bus fare
 - iii. For Written test in E1 grade - All candidates called for written test will be reimbursed second class rail / bus fare by the shortest route, on production of rail / bus ticket.

PWD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines

- e) The job location for the above positions is as specified against each position. However, employees are liable to be transferred to any place in India or abroad, within the same Organization, or one of the group companies of ONGC or any other organization.
- f) Working knowledge of Hindi is desirable.
- g) Preference will be given to candidates with NCC Certificate.
- h) Recruitment of Minority as per applicable Government guidelines.
- i) Allowances and perquisites shall be as admissible for the grade.
- j) In case large numbers of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.
- k) Requests for change of category once declared in the application will not be entertained.
- l) Experience in PSU/ Private need to be specified.
- m) Persons employed in Government Organizations/Public Sector Undertakings/Autonomous Bodies owned by the Government, should forward their application through proper channel. However they may also produce the NO OBJECTION CERTIFICATE (NOC) at the time of interview if their applications were not routed through proper channel, failing which they will not be allowed to appear for the interview.
- n) The vacancies and reservation indicated above is tentative and may increase or decrease in the relevant categories at the discretion of Management and in Compliance with Presidential Directives on reservation at the time of appointment. Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / the recruitment process, if need so arises, without any further notice and without assigning any reason thereof.
- o) Satisfactory Character & Antecedents report would be required once selected and the Management reserves the right to out-rightly dismiss the candidate whose report is not found satisfactory.
- p) Canvassing in any form shall disqualify the candidature.
- q) Management reserves the right to fill or not to fill the posts and mere fulfillment of qualification, experience and other eligibility requirements laid down, does not entitle a candidate to be called for the Written Test / Personal Interview, as the case may be.
- r) While applying for any post, the applicant should ensure that he / she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage

of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her services are liable to be terminated without any notice.

- s) Candidates must mention correct and active e-mail ID/Contact nos. for various communications.
- t) Documents received after the last date for submission of documents will not be considered.
- u) Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response there to can be instituted only in Mangalore and courts / tribunals / forums at Mangalore only shall have sole and exclusive jurisdiction to try any such case / dispute.
- v) In the event any applicant has litigated with his / her employer in the past, the same should be clearly mentioned in brief.
- w) Management reserves the right to create and operate a panel of suitable candidates, for one year.
- x) Any amendment/corrigendum shall be hosted only on the Company's website www.mrpl.co.in . Candidates may regularly check for updates.

APPLICATION
(TO BE FILLED IN CAPITAL LETTERS)

Paste your recent
passport size
photograph here
and sign across

1. Advt. No. : **64/2016(RECRUITMENT IN MANAGEMENT CADRE)**
2. Post applied for : _____
3. Name of the candidate: _____
4. Father's / Husband's Name: _____
5. Date of Birth : (dd/mm/yyyy) : _____ Day _____ Month _____ Year
6. Age as on _____ : _____ Days _____ Months _____ Years
7. Nationality: _____.
8. State of Domicile (state belongs to) : _____
1. Category (GENERAL/SC/ST/OBC-Non creamy layer): _____
2. Do you belongs to PWD/ Ex-servicemen category(Please specify): _____
11. In case PWD indicate the degree of Disability: _____%
12. Type of Disability (OH/HH/VH): _____
13. Sex (Write M or F): _____
14. Complete Correspondence Address:

District _____ State _____ Pin _____

15. Qualification (Secondary School onwards-mention the exact date of passing):

| Name of Exam. Passed | Name of Institute / University | Duration of Course | Date of Admission (DD/MM/YY) | Date of Passing (DD/MM/YY) | # Percentage of Marks obtained |
|----------------------|--------------------------------|--------------------|------------------------------|----------------------------|--------------------------------|
| | | | | | |
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in case of CGPA / OGPA/SGPA or Grade, mention equivalent percentage of marks as per University / Institute norms. Percentage of marks not to be rounded off.

16. Hindi Proficiency level (studied Hindi up to):

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17. Work Experience(mention all post qualification work experience clearly indicating date of joining and relieving in dd/mm/yyyy format):

| Name & Address of the Organization / Employer | Post held | Period of employment (dd/mm/yyyy) | | Nature of Job | Nature of Industry | Salary Drawn(Scale of pay, Grade pay, total emoluments) | Reason for leaving |
|---|-----------|-----------------------------------|---------|---------------|--------------------|---|--------------------|
| | | From date | To date | | | | |
| | | | | | | | |
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18. Challan (Rs.500/-) No. _____ date of payment _____ Issuing Bank/Branch _____

19. E-mail id : _____

20. Phone No.: _____ Mobile No. _____

21. Source of Advertisement: _____ (Name of Newspaper or Journal or Website)

22. Have you been interviewed before for the same post(Yes/No) _____. It Yes, Advt no _____.

I hereby declare that the above information is true to the best of my knowledge. I understand that my candidature will be cancelled; if the information is found to be false or incorrect or my application is incomplete. I have read and understood "Important Instruction" at Clause no. 5 in the detailed advertisement.

Place & Date: _____ Signature: _____

NB: Please use separate sheet if space is inadequate for filling SL no 15 & 17. The format must be the same. Please sign on each page of the application form. Wherever dates are to be entered, it should be invariably in (dd/mm/yyyy) format. Exact date of joining and release from employers has to be mentioned in (dd/mm/yyyy) format.

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Marks in qualifying exam- Graduate Degree:

Exam Passed: _____ Month/Year of Passing the Exam: _____

| SEMESTER | MAXIMUM MARKS* | MARKS OBTAINED * |
|------------------------------|-----------------------|-------------------------|
| First Semester/ First year | | |
| Second Semester/ Second Year | | |
| Third Semester /Third Year | | |
| Fourth Semester | | |
| Fifth Semester | | |
| Sixth Semester | | |
| Seventh Semester | | |
| Eight Semester | | |
| Total | | |
| Percentage | _____ % | |

*Marks inclusive of all subjects in each semester. In case of attempts subsequent pass mark to

** in case of CGPA/OGPA/SGPA grade, candidate should attach letter issued from college/university giving details of formula to convert CGPA/OGPA/SGPA to percentage of marks.